



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 1

6 January 2008

50 IBCT - ANNUAL TRAINING 2008 INFORMATION MANAGEMENT SUSPENSES (G6)

1. This Army bulletin provides information technology suspense requirements that must be accomplished by HQ, 50th IBCT and subordinate units to ensure quality information management support for the Annual Training Period, 29 March – 19 April 2008. Suspense items will be consolidated by the 50th IBCT S6 and forwarded to the G6 Help Desk as follows:

SUSPENSE ITEM	FORMAT	SUSPENSE DATE
Reproduction Service (copiers) (1 copier authorized each Bde and Bn HQ)	Memorandum/email from MSC HQs to G6 Help Desk @ HELPDESKNJ@NG.ARMY.MIL	1 February 2008
Class A/C Telephone	DA FORM 3938	1 February 2008
US Postal Mail Officers and Clerks	DD FORM 285 and duty assignment orders for Mail Officer, Alternate Mail Officer and Mail Clerks,	Upon arrival at FTIG, deliver to FTIG postal officer.
Unit requirements for G6 print shop production of publications (pams, SOPs, smart books, etc)	Item to be reproduced provided print shop as a Microsoft Word document file accompanied by an electronic copy of DD Form 844 (Requisition For Local Duplicating Service) @ HELPDESKNJ@NJ.ARMY.MIL	29 February 2008
Cell Phone Requests	DA Form 3938	1 February 2008

2. Format for memorandum\email requesting reproduction (copier) support is as follows:

AT 08 50 IBCT COPIER REQUEST

UNIT:

BUILDING NUMBER AND FLOOR TO PLACE COPIER:

DATE TO BE DELIVERED:

DATE TO BE PICKED UP:

UNIT REPRESENTATIVE DIGITAL SIGNATURE:

3. Xerox is our vendor for copiers, the NJARNG contractual considerations are:

a. As copiers are provided by civilian contractors, short notice changes to delivery and pick up times are very difficult to coordinate and in many cases changes are unable to be accommodated. Units are directed to take care in establishing pick up dates as they will be responsible for the copier security until the vendor arrives.

b. Copiers will not be moved from the rooms delivered to. Changes to copier locations post delivery can be made using Xerox personnel upon request to the G6. Unit commanders will be responsible for any damage during unauthorized moves requiring completion of a Financial Liability Investigation of Property Loss prior to departing FTIG.

4. There will be a quality assurance review of the 50 IBCT suspense submissions conducted in room C105, building 3650, Fort Dix, NJ 0930 4 March 2008. Attendees will be the G6 Chief, Support & Service Division and the Brigade S6.

5. POC this office is LTC James Rosenberg, james.rosenberg@us.army.mil .

OFFICIAL:

A handwritten signature in dark ink, appearing to read 'J. Grant', enclosed within a circular stamp or seal.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: J